

SUBCONTRACTOR REQUEST FORM

It is ADOT's responsibility to insure that prime contractors employ subcontractors in accordance with various Federal and State regulations. With this in mind, ADOT has implemented a subcontractor approval streamlining process which will insure compliance while decreasing the required approval time. Field Reports fax #602-712-3067 / 206 S. 17th Ave, MD 133A Phoenix, AZ 85007

ADOT PROJECT/TRACS NO. _____ / _____

PRIME CONTRACTOR: _____

TELEPHONE NO. _____

FAX NO. _____

SUBCONTRACTOR: _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____

PRIME CONTRACT AMOUNT \$ _____

ESTIMATED SUBCONTRACT AMOUNT \$ _____

LOWER TIER TO: _____

DBE: Yes _____ No _____

SUBCONTRACTOR LICENSE NO. _____

SUBCONTRACTED BID ITEMS No.'s

(Specify Joint Items)

SUBCONTRACTED NON-PAY ITEMS

(Provide Description of Work)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CERTIFICATION:

The Prime Contractor and Subcontractor certifies the following :

- A) The Subcontractor has received applicable Documents No. 3-9 per Special Provisions.
- B) The Prime Contractor and Subcontractor will execute Documents No. 1 and 2 prior to the start of Subcontractor's work. DBE subcontracts to be submitted at Pre-Construction conference (Spec. 108.01/.03)
- C) Upon execution, Prime Contractor will send the Field Office and Field Reports copies of Documents No. 1 and 2
 - 1. Subcontract Agreement containing the above Bid Items of Work
 - 2. Certification, Contracts or Subcontracts, subject to EEO, March 31, 1989 (Executive Order 11246)
 - 3. FHWA 1273-(Rev.3-94)
 - 4. Standard Federal EEO, Construction Contract Specifications, April 15, 1981
 - 5. Affirmative Action to Insure Equal Employment Opportunity, April 15, 1981
 - 6. EEO Compliance Reports, August 1, 2005 (Federal Aid Projects only)
 - 7. Certification of Nonsegregated Facilities, September 29, 1975
 - 8. Wage Determination Decision # _____ Mod # _____ (As per special provisions for above referenced project)
 - 9. Training Special Provisions

Authorized Prime Contractor Signature/Date

Authorized Subcontractor Signature/Date

Authorized Lower Tier Signature/Date

Title

Title

Title

FOR ADOT USE ONLY

According to the appropriate Contract Provisions, the Assistant State Engineer has approved this date the subletting of the work items described above.

Total Subcontracted To Date: \$ _____

Percentage Subcontracted To Date: _____ %

Org: _____

Subcontract in Field Reports: YES _____ NO _____

Assistant State Engineer - Construction Group

Date

SUBCONTRACTOR REQUEST FORM INSTRUCTIONS

The Subcontractor Request Form (SRF) is a streamline form to use in requesting approval for subcontractors. Using this form will save time, eliminate excessive paper and ensure the subcontractor receives all the necessary documents.

PRIME CONTRACTOR:

1. The Prime fills out the form.
2. The Prime gives applicable documents 3-10 to the Subcontractor.
3. The Prime and Subcontractor sign and date the SRF.
4. The prime faxes, scans or delivers the SRF and Subcontract to the ADOT Field Office and Field Reports.

FIELD OFFICE:

5. Faxes, scans or delivers SRF and Subcontract to Field Reports
6. Faxes or scans approved SRF to Prime

FIELD REPORTS:

7. Obtains State Engineer's signature
8. Scans or Faxes to the Field Office